

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE PLANNING AREA 5**

**QUALITY IMPROVEMENT COMMITTEE
September 14, 2010**

AGENDA

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| I. Welcome and Introductions | Monika/Jessica |
| II. Review of Minutes | All |
| III. Program Announcements | All |
| • SA5 Agency Coordination Trouble Shooter | |
| IV. DMH Updates | Karen Williams |
| V. Quality Assurance | Monika/Jessica |
| • CCCP Training Module Usage Status Report from QIC Members | |
| • Announcement: DMH Contract Compliance Training By Auditor Controller in next SA5 QIC Meeting | |
| VI. Quality Improvement | Vandana Joshi |
| • Presentation on SA Provider Directories, Internet Mapping Framework Tool, and Data Resources on DMH Website | |
| • CAEQRO Final Report FY 09-10 dated July 9, 2010 | |
| • Quality Improvement Handbook, June 2010 | |
| • LAC-DMH QI Work Plan Goals for 2010 | |
| • Quality Improvement Program – Discussion of the Components of the QI Program regarding Structure, Functions, Responsibilities, and Processes | |
| • State DMH System Review – Final Report | Monika/Jessica |
| VII. Policy/Procedure | Monika/Jessica |
| • Policy No. 202.13 On-Site Testing of Clients' Bodily Substances for Evidence of Substance Abuse | |
| • Policy No. 202.18 Reporting Clinical Incidents involving Intentional Injuries, Deaths, Alleged Client Abuse and Possible Malpractice | |
| • Policy No. 202.36 The Use of Telepsychiatry | |
| • Policy No. 202.37 Telemental Health Services Provided By Lanterman-Petris-Short (LPS) Authorized Clinicians | |

**LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH
SA 5 Quality Improvement Committee**

Minutes

Type of Meeting	Quality Improvement Committee	Date	September 14, 2010	
Place	Didi Hirsch CMHC 4760 S. Sepulveda Blvd., Culver City	Start Time	9:00 AM	
Chairperson	Monika Johnson	Adjournment	11:00AM	
Members Present	Karen Williams, DMH; Monika Johnson, DMH; Nilsa Gallardo, Edelman - Adult; Bonnie McRae, Edelman – Child; Thang Nguyen, DMH; Carolyn Kaneko, DMH; Kristi Rangel, Alcott Center; Dianna Linares, Alcott Center; Trevor Powell, Alcott Center; Susan Houck Strom, Didi Hirsch; Dominica Salvatore, Didi Hirsch; Eloisa Ramos Robles, Exceptional Children's Foundation; Linnea Shapiro, Exceptional Children's Foundation; Connie Dinh, Exodus Recovery; Erick Montano, Exodus Recovery; Nicole Ryan, The HELP Group; Kevin Minor, Homes For Life Foundation; Michi Okano, Pacific Asian Counseling Services; Martha Andreani, St. John's CDC; Ely Baidoo, Step Up on Second; Loretta Herndon, St. Joseph Center; Dorothy Berndt, St. Joseph Center; Kathy Osburen, WISE & Healthy Aging.			
Excused Members	Jessica Wilkins – QIC Co-Chair, Alcott Center; Patrice Grant, Edelman – Child; Rose Garcia, Didi Hirsch; LeeAnn Skorohod, Exodus Recovery; David Kneip, Exodus Recovery; Kathy Shoemaker, Exodus Recovery; Anahita Saadatfard, Homes for Life Foundation; Jamie Hayworth, Homes For Life Foundation; Nick Maiorino, St. Joseph's Center; Barbara Bloom, Step Up on Second; Amy Turk, OPCC; Martha Rios, UCLA Ties for Adoption; Matt Meyer, Didi Hirsch; Sharon Greene, St. John's CFDC; Kim Fuller, The Help Group; Jennifer Levine, WISE & Healthy Aging.			
Absent Members	Yvette Willock, Pacific Clinics; Brenda Pitchford, UCLA Ties for Adoption; Paisha Allmendinger, UCLA Ties for Adoption; Susan Edelstein, UCLA Ties for Adoption; Cheryl Carrington, Vista Del Mar.			
Agenda Item & Presenter	Findings and Discussion		Decisions/ and Recommendations Actions/Scheduled Task	Person Responsible/Due Date
Call to Order & Introductions	The meeting was called to order at 9:00 a.m.		Introductions were made	Monika Johnson QIC Membership
Review of Minutes and Handouts	Minutes were reviewed and approved for July, 2010.		Final approved Minutes for May, 2010 were distributed.	QIC Membership
Trouble Shooter Roster was updated.		Monika Johnson		

QIC Meeting

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Agenda Item and Presenter	Findings and Discussion	Decisions/ and Recommendations Actions/Scheduled Task	Person Responsible/ Due Date
DMH Update	<ul style="list-style-type: none">• Karen reported that there are no current DMH Budget updates because of the pending State Budget.• Karen announced that the FMAP percentage increased with the passage of the Economic Stimulus Package. She indicated that the current FMAP match will expire by the end of June, 2011 but will decrease progressively between now and then.• Karen then referenced Policy # 112.5 and stated that contract providers need to ensure that they adhere to this policy. Providers may check the OIG website to verify that their employees are not on the list of excluded individuals. Listed individuals are not allowed to provide Medi-Cal services but if they do and are billing for their services, the agency will not only need to void those claims but also need to repay received funds. The query is especially important with all new employees. Karen announced that there will be a presentation regarding this policy in the next SA5 QIC Meeting.		Karen Williams

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<p>DMH Update</p>	<ul style="list-style-type: none"> Karen then stated that the Department is moving forward with the implementation of Evidenced Bases Practices (EBP). Managing and Adapting Practice (MAP) was approved for implementation. A maximum of 20% of PEI funds can be allotted to MAP. <p>Question: If MAP is not yet in the PEI Plan, can it be added?</p>	<p>Answer: Yes, it can be added.</p>	<p>Karen Williams</p>
<p>Quality Assurance</p>	<ul style="list-style-type: none"> CCCP Training Module Usage Status Report from QIC Members <p>Monika asked QIC members for feedback regarding the implementation of the CCCP Training Module.</p> <p>Most QIC Members stated that they made the CCCP Module available to their staff. Overall the response was that they found it useful for training new staff but less so for already trained staff. None of the agencies required mandatory viewing of the module.</p>		<p>Monika Johnson</p>
			<p>QIC Members</p>

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Agenda Item and Presenter	Findings and Discussion	Decisions/ and Recommendations Actions/Scheduled Task	Person Responsible/ Due Date
Quality Assurance	<ul style="list-style-type: none">• Auditor Controller Monika announced that there will be a presentation by the Auditor Controller in the next SA5 QIC meeting.		Monika Johnson
Quality Improvement	<ul style="list-style-type: none">• Quality Improvement Program Monika announced that the agreed upon discussion by the QIC membership on components, functions, and processes of the QI program needs to be postponed due to a 90 minute QI presentation in today's meeting.	Monika distributed the QI Handbook per e-mail on June 16, 2010. Monika requested that QIC members bring the QI Handbook for review to the next SA 5 QIC Meeting. She will send a reminder prior to the next meeting.	Monika Johnson
	<ul style="list-style-type: none">• QI Presentation Vandana gave a 90 minute presentation on SA Provider Directories, Internet Mapping Framework Tools, and Data Resources on the DMH website with particular focus on Service Area 5 maps and data.	Vandana distributed a handout of the MH Clinics-Online Provider Directory Search, Internet Mapping Framework, and various Tables.	Vandana Joshi

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Quality Improvement	<ul style="list-style-type: none"> • Policy/Procedure Monika reminded QIC Members that she sent the following policies in mid August, 2010: <ul style="list-style-type: none"> ➤ Policy No. 202.13 On-Site Testing of Clients' Bodily Substances for Evidence of Substance Abuse ➤ Policy No. 202.18 Reporting Clinical Incidents involving Intentional Injuries, Deaths, Alleged Client Abuse and Possible Malpractice ➤ Policy No. 202.36 The Use of Telepsychiatry ➤ Policy No. 202.37 Telemental Health Services Provided by Lanterman-Petris-Short (LPS) Authorized Clinicians <p>Monika referenced Policy No. 202.18 and delineated the revisions on the Clinical Incident (Event) Notification form. Monika stated that the revised form can be found on the website and gave the website link.</p>	Providers will review and implement the policies.	QIC Members
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Agenda Item and Presenter	Findings and Discussion	Decisions/ and Recommendations/ Scheduled Actions/ Task	Person Responsible/ Due Date
Quality Improvement	<p>Monika further stated that a handout regarding the DMH Parameters for Use of Psychotropic Medication in Children and Adolescents was distributed to all QIC Members in the previous SA5 QIC Meeting.</p> <p>Monika indicated that the web link for the DMH Parameters is provided on the Clinical Incident (Event) Notification form on Page 6 of 7, between Section 14 and Section 15. She reminded providers not to e-mail this form and not to file this form in the client's chart.</p>		<p>QIC Members</p>
Next Meeting	<p>The next Service Area 5 Quality Improvement Committee meeting will be held on Tuesday, November 02, 2010 at Didi Hirsch CMHC, 4760 S. Sepulveda Blvd. in Culver City from 9:00AM – 11:00AM.</p>	<p>N/A</p>	<p>N/A</p>

Respectfully Submitted,

M. Johnson, Psy.D.
Monika Johnson, Psy.D.

(Absent)

Jessica Wilkins, MFT